



**TIMEaccess Bi-Weekly Supervisors
Training Guide
Friday, February 01, 2013**

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TIMEaccess

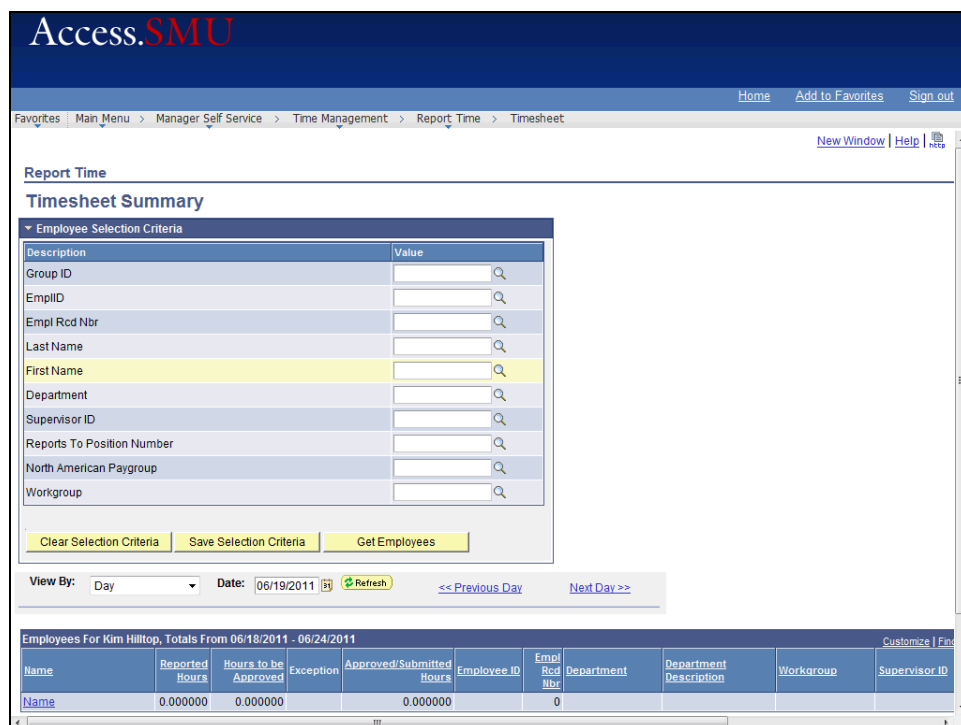
Bi-Weekly Time Supervisors

Timesheet Adjustments: Current, Previous & Future Pay Periods Procedure



Step	Action
1.	Click the Manager Self Service link. 
2.	Under Time Management , click the Report Time link. 
3.	Click the Timesheet link. 

Step	Action
4.	<p>Searching for Employees: The Employee Selection Criteria will allow you to search for employees in multiple ways. See the following examples:</p> <ul style="list-style-type: none"> • Enter the Group ID to retrieve all bi-weekly employees. • Enter the letter "B" in the Group ID to retrieve all bi-weekly employees. Note: Group ID's that begin with "M" refer to monthly employees. Those that begin with "B" are for bi-weekly employees. • Enter an employee's Empl ID (SMU ID).
5.	<ul style="list-style-type: none"> • Search using Last Name and First Name fields. Note: If you are searching by name, you must enter the name in title case, i.e., John Doe. If the name is populated in lowercase you will not retrieve results. • Enter an org number into the Department field. • To retrieve all employees click the Get Employees button. Note: This search will populate both bi-weekly and monthly employees that are assigned to you.



Access.SMU

Home Add to Favorites Sign out

Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

New Window Help

Report Time

Timesheet Summary

Employee Selection Criteria



Description	Value
Group ID	
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Department	
Supervisor ID	
Reports To Position Number	
North American Paygroup	
Workgroup	

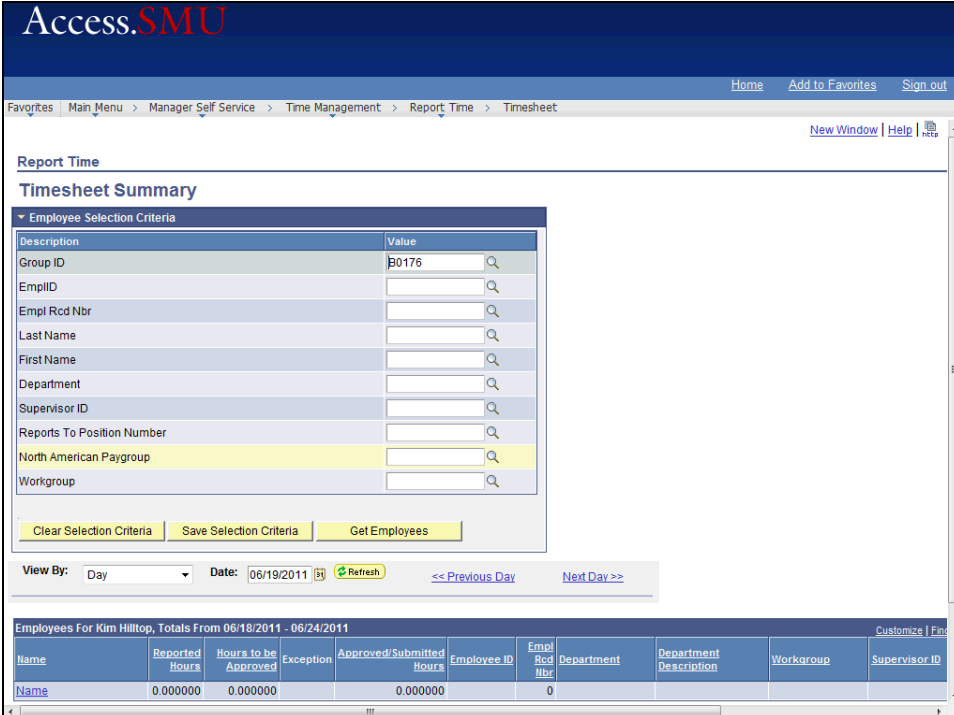
Clear Selection Criteria Save Selection Criteria Get Employees

View By: Day Date: 06/19/2011 Refresh << Previous Day Next Day >>

Employees For Kim Hilltop, Totals From 06/18/2011 - 06/24/2011

Name	Reported Hours	Hours to be Approved	Exception	Approved/Submitted Hours	Employee ID	Empl Rcd Nbr	Department	Department Description	Workgroup	Supervisor ID
Name	0.000000	0.000000		0.000000		0				

Step	Action
6.	<p>Searching by Group ID: Multiple Group ID's may be assigned to you for bi-weekly and monthly employees. If you are unsure of your Group ID, click the Look up button.</p> <p>Note: For security purposes, when changes are made to your group, you may be asked to provide your Group ID when submitting Help Desk requests.</p> 
7.	<p>On the Look Up Value screen click the Look Up button.</p> 
8.	Click the desired Group ID link.
9.	<p>Criteria can be saved for a later search by selecting the Save Selection Criteria button.</p> <p>To return to the default search containing empty values select the Clear Selection Criteria button and then Save Selection Criteria. This will overwrite previously saved criteria.</p>



Access.SMU

Home Add to Favorites Sign out

Favorites Main Menu Manager Self Service Time Management Report Time Timesheet

New Window Help

Report Time

Timesheet Summary

Employee Selection Criteria

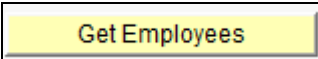
Description	Value
Group ID	B0176
EmpID	
Empl Rcd Nbr	
Last Name	
First Name	
Department	
Supervisor ID	
Reports To Position Number	
North American Paygroup	
Workgroup	

Clear Selection Criteria Save Selection Criteria Get Employees

View By: Day Date: 06/19/2011 Refresh << Previous Day Next Day >>

Employees For Kim Hilltop, Totals From 06/18/2011 - 06/24/2011

Name	Reported Hours	Hours to be Approved	Exception	Approved/Submitted Hours	Employee ID	Empl Rcd Nbr	Department	Department Description	Workgroup	Supervisor ID
Kim Hilltop	0.000000	0.000000		0.000000		0				

Step	Action
10.	<p>Once the desired search criteria has been entered, click the Get Employees button.</p> 


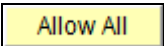
Access.SMU

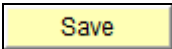


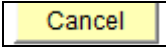

Home Add to Favorites Sign out

Favorites Main Menu Manager Self Service Time Management Report Time Timesheet

Mustang, Mary	32.06	0.00	32.06	12345678	0 223406	Music Position Salaries	BRFTSTAFF	88887777
Mustang, Sandy	0.00	0.00	0.00	12345678	0 223406	Music Position Salaries	BRFTSTAFF	88778877
Employee Name	0.00	0.00	0.00	12345678	0 220643	Music Stu Comp	BTPTSTDNT	
Employee Name	0.00	0.00	0.00	12345678	0 220643	Music Stu Comp	BTPTSTDNT	98798799
Employee Name	0.00	0.00	0.00	12345678	0 220652	Journalism Stu Comp	BTPTSTDNT	98789899
Employee Name	0.00	0.00	0.00	12345678	1 223001	Art History Position Salaries	BTPTSTDNT	78878878
Employee Name	0.00	0.00	0.00	12345678	0 220637	Facilities Stu Comp	BTPTSTDNT	64646464
Employee Name	0.00	0.00	0.00	12345678	0 220650	Ticket Off Stu Comp	BTPTSTDNT	55556666
Employee Name	0.00	0.00	0.00	12345678	0 221301	Production Central	BTPTSTAFF	88887777
Employee Name	0.00	0.00	0.00	12345678	0 220634	Dance Student Comp	BTPTSTDNT	55554444
Employee Name	0.00	0.00	0.00	12345678	0 220643	Music Stu Comp	BTPTSTDNT	44466887
Employee Name	0.00	0.00	0.00	12345678	0 220637	Facilities Stu Comp	BTPTSTDNT	44665566
Employee Name	0.00	0.00	0.00	12345678	1 220650	Ticket Off Stu Comp	BTPTSTDNT	55554444
Employee Name	0.00	0.00	0.00	12345678	0 220643	Music Stu Comp	BTPTSTDNT	99977788
Employee Name	0.00	0.00	0.00	12345678	0 220645	Production Stu Comp	BTPTSTDNT	66668888
Employee Name	0.00	0.00	0.00	12345678	0 421584	Anthony Caro Exhibition	BTPTSTDNT	87878788
Employee Name	0.00	0.00	0.00	12345678	0 220610	Financial Aid	BTPTSTDNT	11112222
Employee Name	0.00	0.00	0.00	12345678	0 220641	Marketing/Pr Stu Comp	BTPTSTDNT	99998888
Employee Name	0.00	0.00	0.00	12345678	1 220306	Diversity and Outreach	BTPTSTDNT	66665555
Employee Name	0.00	0.00	0.00	12345678	0 220637	Facilities Stu Comp	BTPTSTDNT	88887777
Employee Name	0.00	0.00	0.00	12345678	1 223250	Journalism	BTPTSTDNT	88887777
Employee Name	0.00	0.00	0.00	12345678	0 220637	Facilities Stu Comp	BTPTSTDNT	88778877
Employee Name	0.00	0.00	0.00	12345687	0 220645	Production Stu Comp	BTPTSTDNT	88778877

Step	Action
11.	Click the Name of the desired employee.
12.	Employee information will display at the top of the page. The Click for Instructions link will provide detailed information regarding the page you are viewing. Instructions can be collapsed by selecting the Click to hide Instructions link.
13.	Available Views: The default Time Period view will display. Use the View By: drop down list to select the Week or Day view. (If viewing by day, enter the desired day in the Date field.) Then, select Refresh to see the date chosen in the selected view.
14.	Editing Pay Periods: You can view previous or future pay periods by clicking on the Previous Time Period or Next Time Period links. Note: TIMEaccess will allow you to edit two previous pay periods and one future pay period.
15.	Viewing Employees: You can also navigate between employees by selecting the Previous Employee or Next Employee links.
16.	Reported Hours: Information about Reported Hours is displayed at the top of the page. Note: This is raw data and does not reflect Payable Time. To view instructions for Payable Time see the training materials " <i>View Payable Time Details</i> " or " <i>View Payable Time Summary</i> ."

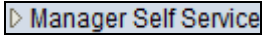



Step	Action
17.	<p>Important!</p> <ul style="list-style-type: none"> • Every employee should have an initial IN punch when the day's work is started. • When the employee takes a lunch (or meal) break, his time record will reflect a MEAL OUT and subsequent IN punch. • An OUT punch is required at the end of each workday. <p>There is no automatic [lunch] deduction, so ensure that the employee has correctly recorded his meal break.</p>
18.	<p>The clock, exception time icon, indicates that there is an exception on an employee's timesheet. This must be resolved to ensure that the record reflects the correct activity for the time period - before you approve the employee's timesheet activity. For detailed instructions regarding exception time refer to the "Manage Exceptions" training materials.</p>
19.	<p>If an employee has worked more than 5.5 hours without a break, you will be alerted by the exception time icon.</p> <p>This will allow you to determine if an employee has worked through lunch (working through lunch: only IN/OUT punches need) <u>or</u> if meal punches were missed.</p> <p>(Note: This exception is referred to as a HIGH - allowable exception. Payable Time will not generate for hours for that day until either the exception is allowed by the supervisor, or meal punches are entered on the timesheet.)</p>
20.	<p>Click the Exception button.</p> 
21.	<p>Exception Information: Certain exceptions are not allowable and will prevent time being passed through to Payroll. The disallowable exceptions are noted with a High severity level, you must correct these in order for the Payable Time to generate for that day or time span. You must return to the employee's timesheet and correct the row/data that generated the error.</p> <p>Other exceptions are allowable; they are "warnings" to prompt you that a condition exists in case you need to correct the timesheet. The allowable exceptions are noted with a Medium severity level. You can approve the exception by clicking the Allow next to the exception row and Save.</p>
22.	<p>To allow all exceptions, click the Allow All button. Then, click the Save button.</p> 

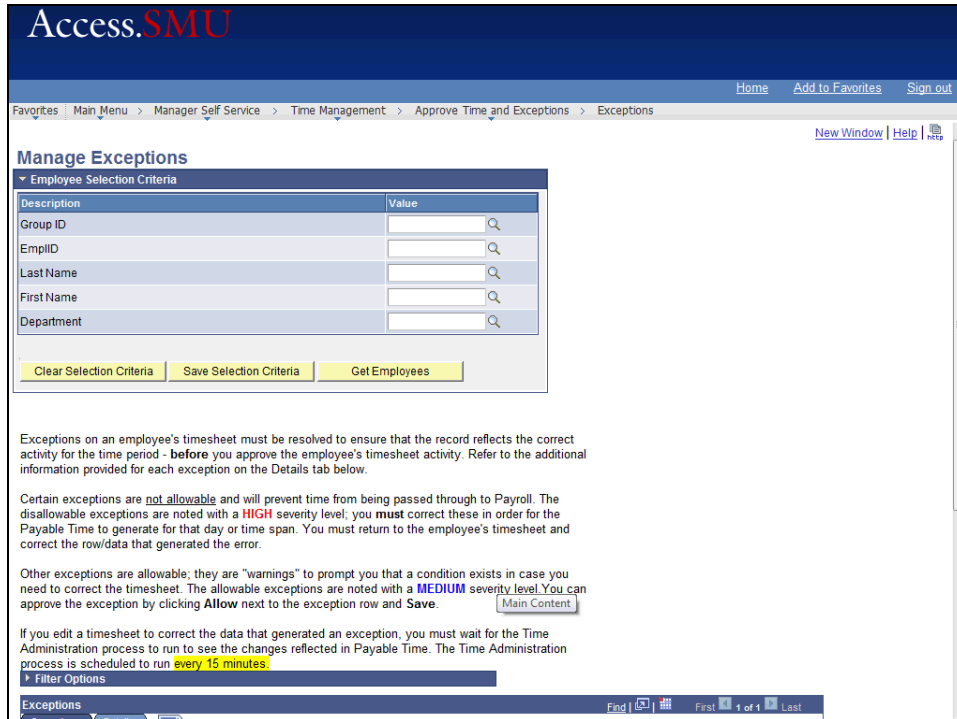
Step	Action
23.	<p>If you are only allowing "some" exceptions click the appropriate exceptions. Then, click the Save button.</p> <p>Note: If you edit a timesheet to correct the data that generated an exception, you must wait for the Time Administration process to run to see the changes reflected in Payable Time. The Time Administration process is scheduled to run every 15 minutes.</p> 
24.	<p>Click the OK button.</p> 
25.	<p>To return to the timesheet, click the Return to Previous Page link.</p> <p>Return to Previous Page</p>
26.	<p>Missed Punches: If an employee has missed a punch an exception icon will display. You must correct these in order for Payable Time to generate for that day or time span. On the timesheet, click in the field that you need to edit and add the missing punch.</p> <p>Enter the desired information into the field.</p> <p>(Note: When entering time, always indicate if the time is am or pm by adding "a" or "p" after the time. Otherwise, the time entered will default to a.m.)</p>
27.	<p>Retrieving Comments: An employee can alert you about missed punches. The Comments icon will populate to signify a comment is available for viewing.</p> <p>Click the Comments icon.</p> 
28.	<p>The comment is available for your review.</p> <p>A time supervisor can also enter comments by clicking the + (add a new row) button on the right side of the page. Once you add a comment click the Save button.</p> <p>Note: Once comments are entered they cannot be deleted or edited.</p> <p>Click the Cancel button to return to the previous page.</p> 
29.	<p>Adding Paid Time to an Employee's Current Work Day:</p> <p>An employee may need you to add paid leave time for a personal appointment such as a doctor's visit. To add additional hours to an employee's workday (vacation, ill, jury, etc...) you must insert them on a separate row.</p> <p>To do so, scroll to the right at the bottom of the page. Select the appropriate row click the Add button to Insert an additional row.</p> 

Step	Action
30.	A new row has displayed. Select the desired the Time Reporting Code . 
31.	Enter the appropriate number of hours into the Quantity field.
32.	Click the Submit button to save changes. 
33.	A confirmation displays. Click the OK button. 
34.	Adding Paid Time to an entire day: An employee may need you to record payable time for an entire day (ill, vacation, jury, etc.) On the empty row, select the desired form of payable time from the Time Reporting Code list item.
35.	Enter the desired information into the Quantity field.
36.	Deleting Rows: Rows can be deleted if necessary. (For example, you may have realized that you added vacation time to the wrong employee.) To delete a row, first scroll to the right. Then, click the Delete button. 
37.	A delete confirmation page will display. Click the appropriate Delete button. 
38.	Time Clocks: When an employee uses a time clock to record hours, you will see the location of each different clock listed in a separate row under the Time Collection Device Description column.
39.	Reported Hours: Click the Reported Hours Summary - click to view link. Reported Hours Summary - click to view
40.	Reported hours are displayed. (Note: This is raw data. To view instructions for Payable Time see the "View Payable Time Detail" or "View Payable Time Summary" training materials.) Click the Reported Hours Summary - click to hide link. Reported Hours Summary - click to hide
41.	Before you exit: After completing your edits and review of the timesheet, click the Submit button. 
42.	End of Procedure.


Manage Exceptions

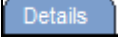
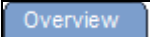
Procedure

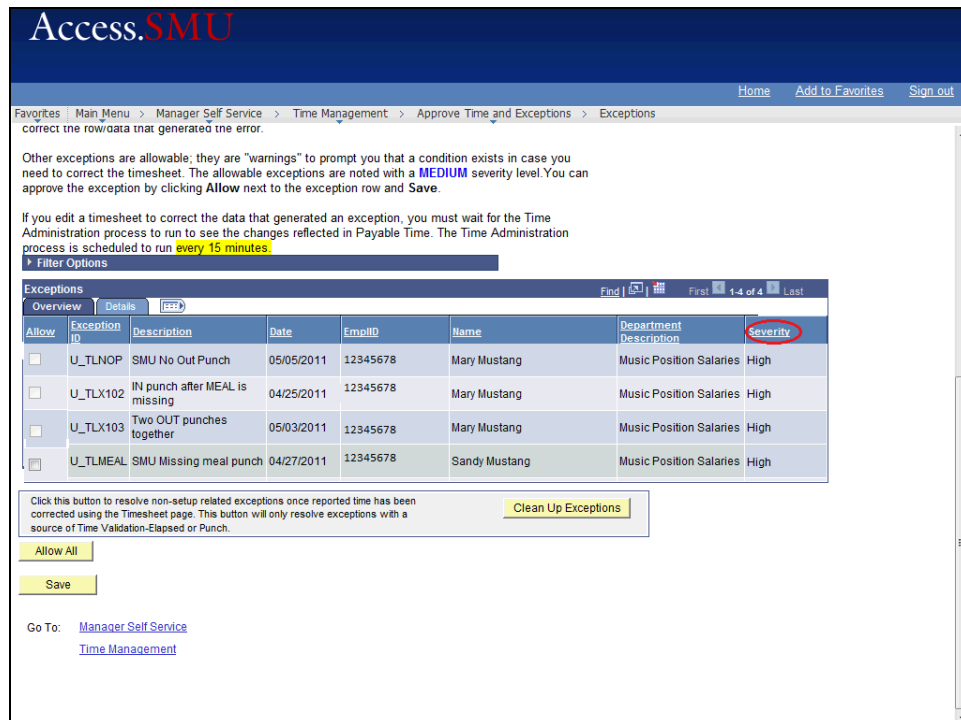
Step	Action
1.	Click the Manager Self Service link. 
2.	Click the Time Management link. 
3.	Click the Approve Time and Exceptions link. 
4.	Click the Exceptions link. 



The screenshot shows the 'Manage Exceptions' page in the Access.SMU system. The page has a blue header with the 'Access.SMU' logo and navigation links like 'Home', 'Add to Favorites', and 'Sign out'. Below the header is a breadcrumb trail: 'Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions'. The main content area is titled 'Manage Exceptions' and contains a section for 'Employee Selection Criteria' with a table of search fields: Description, Group ID, EmplID, LastName, First Name, and Department. Each field has a search icon. Below the table are buttons for 'Clear Selection Criteria', 'Save Selection Criteria', and 'Get Employees'. There is also a 'Filter Options' link. The page includes explanatory text about exceptions, stating that they must be resolved before approving a timesheet and that certain exceptions are not allowable. It also mentions that the Time Administration process runs every 15 minutes. At the bottom, there is a status bar showing 'Exceptions' and 'First 1 of 1 Last'.

Step	Action
5.	Enter the desired Employee Selection Criteria . Note: If you are searching by name, you must enter the name in title case, i.e., John Doe. If the name is populated in lowercase you will not retrieve results.
6.	Click the Get Employees button. 

Step	Action
7.	Instructions for reviewing and correcting exceptions are displayed on the Exceptions screen. Read the instructions carefully to understand the exception and if/how it is affecting your employee's payable time.
8.	For more information on an exception, click the Details link. 
9.	Scroll to the right.
10.	Exception Data displays. If needed, click the Exception Description for additional information. In the back of the training guide is an exception grid that you can reference. This includes very practical information of what type of exceptions you may be seeing and how to manage the exception.
11.	Click the Overview link to return to the original view. 



Access.SMU

Home Add to Favorites Sign out

Favorites | Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions

correct the row/data that generated the error.

Other exceptions are allowable; they are "warnings" to prompt you that a condition exists in case you need to correct the timesheet. The allowable exceptions are noted with a **MEDIUM** severity level. You can approve the exception by clicking **Allow** next to the exception row and **Save**.

If you edit a timesheet to correct the data that generated an exception, you must wait for the Time Administration process to run to see the changes reflected in Payable Time. The Time Administration process is scheduled to run **every 15 minutes**.

Filter Options

Exceptions Find | 1-4 of 4 First Last

Allow	Exception ID	Description	Date	EmpID	Name	Department Description	Severity
<input type="checkbox"/>	U_TLNOP	SMU No Out Punch	05/05/2011	12345678	Mary Mustang	Music Position Salaries	High
<input type="checkbox"/>	U_TLX102	IN punch after MEAL is missing	04/25/2011	12345678	Mary Mustang	Music Position Salaries	High
<input type="checkbox"/>	U_TLX103	Two OUT punches together	05/03/2011	12345678	Mary Mustang	Music Position Salaries	High
<input type="checkbox"/>	U_TLMEAL	SMU Missing meal punch	04/27/2011	12345678	Sandy Mustang	Music Position Salaries	High

Click this button to resolve non-setup related exceptions once reported time has been corrected using the Timesheet page. This button will only resolve exceptions with a source of Time Validation-Elapsed or Punch.

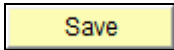

Clean Up Exceptions

Allow All

Save

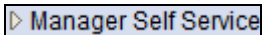



Go To: [Manager Self Service](#)
[Time Management](#)

Step	Action
12.	Most exceptions with a HIGH severity level are <u>not allowable</u> . You must return to the employee's timesheet and correct the row/data that generated the exception, in order for the Payable Time to generate for that day or time span.

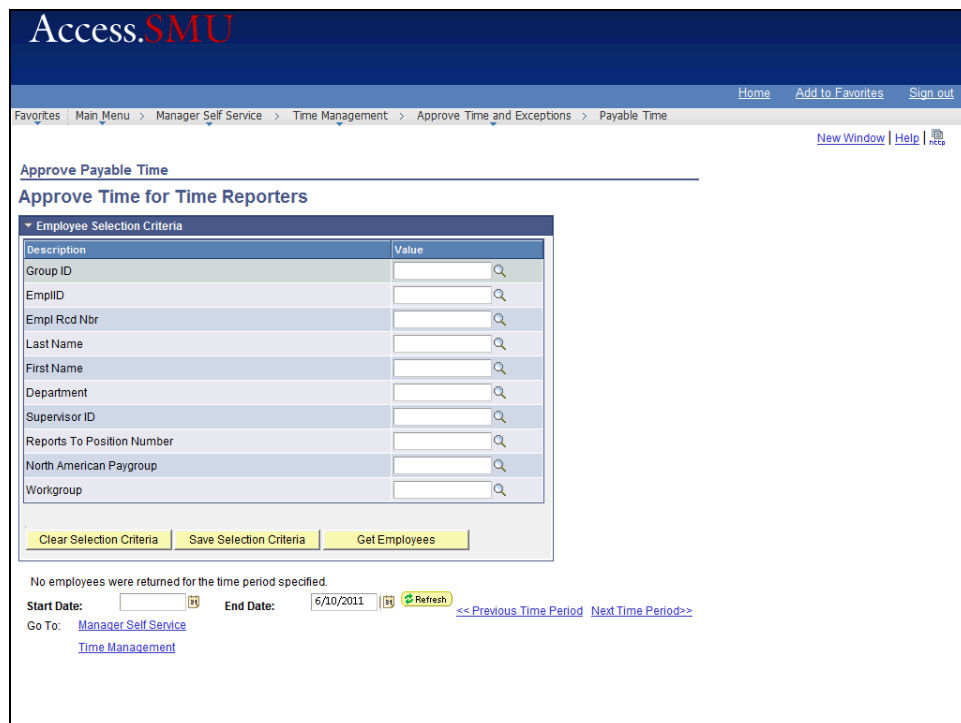
Step	Action
13.	Other exceptions are allowable; they are "warnings" to prompt you that condition exists in case you need to correct the timesheet. The allowable exceptions may have a MEDIUM or HIGH severity level.
14.	After careful review of the exception information, check the box for the exception you want to allow or click the Allow All button. Note: Only allowable exceptions will be selected.
15.	Click the Save button. 
16.	A confirmation displays, click the OK button. Remember! If you edit a timesheet to correct the data that generated an exception, you must wait for the Time Administration process to run to see the changes reflected in Payable Time. The Time Administration process is scheduled to run every 15 minutes but may take longer during peak usage times. 
17.	End of Procedure.

Approving Payable Time

Procedure

Step	Action
1.	Click the Manager Self Service link. 
2.	Click the Time Management link. 
3.	Click the Approve Time and Exceptions link. 
4.	Click the Payable Time link. 
5.	You can search for employees in multiple ways. For more information, refer to the "Timesheet Adjustments: Current, Previous & Future Pay Periods" training material.

Step	Action
6.	<p>Important: The Approve Payable Time Page will default to the <u>current time period</u>. Review the dates and change as needed.</p> <p>Enter the dates into the Start Date: and End Date fields or use the Previous Time Period or Next Time Period links.</p> <p>You can also clear both the date fields to see a list of all employees that need time approved.</p>



Step	Action
7.	<p>Select the Previous Time Period link.</p> <p><< Previous Time Period</p>

Access.SMU

Home Add to Favorites Sign out

Favorites Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

New Window Help

Approve Payable Time

Approve Time for Time Reporters

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
North American Paygroup	<input type="text"/>
Workgroup	<input type="text"/>

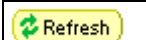
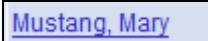
Clear Selection Criteria Save Selection Criteria Get Employees

No employees were returned for the time period specified.

Start Date: 5/21/11 End Date: 5/4/11 Refresh

Go To: Manager Self Service Time Management

<< Previous Time Period Next Time Period >>

Step	Action
8.	Click the Refresh or the Get Employees button. 
9.	Viewing the Detail of an Employee's Payable Hours before Approving From the list of employees whose records need to be approved, click on an employee's Name link. This will show you the detail of the employee's hours, by date and type of hours. (REG, VAC, etc.) 

Access.SMU

Home Add to Favorites Sign out

Favorites Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

Start Date: 05/25/2011 End Date: 06/11/2011

Approval Details Customize | End | First 1-10 of 10 Last


Overview Task Reporting Elements

Select	Date	Time Reporting Code	Quantity	Type	Adjust Reported Time	Comments
<input checked="" type="checkbox"/>	05/25/2011	ILB	-2.000000	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	05/25/2011	ILB	2.000000	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	05/26/2011	REG	8.000000	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	05/27/2011	REG	7.750000	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	05/31/2011	REG	9.250000	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	06/01/2011	REG	7.750000	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	06/02/2011	REG	9.500000	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	06/02/2011	VCB	-7.500000	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	06/03/2011	VCB	-7.500000	Hours	Adjust Reported Time	
<input checked="" type="checkbox"/>	06/03/2011	VCB	7.500000	Hours	Adjust Reported Time	

☒ [Select All](#) ☐ [Clear All](#)

[Approve](#)

[Return to Approval Summary](#)

Step	Action
10.	If all is correct, click Select All and then click Approve . 

Access.SMU

Home Add to Favorites Sign out

Favorites Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

Supervisor ID

Reports To Position Number

North American Paygroup

Workgroup

[Clear Selection Criteria](#) [Save Selection Criteria](#) [Get Employees](#)

Start Date: 05/25/2011 End Date: 06/11/2011 [Refresh](#) << Previous Time Period Next Time Period >>

[Click to hide Instructions](#)

Select an employee and click on the approve button below to approve the employee's time for the time period. Click on the employee's name to view and/or approve the employee's time. You may expand the date range by changing the start and end dates or by leaving them blank. Leave both date fields blank to return all employees with payable time that needs approval.

Employees For Kim Hilltop

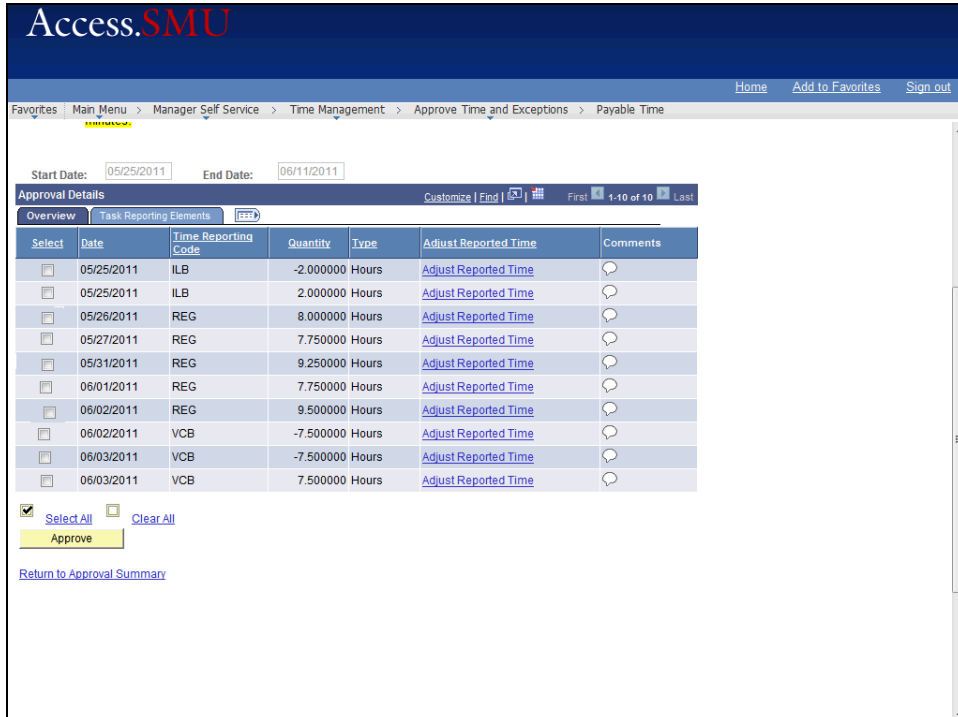
Select	Name	Employee ID	Empl Rcd Hbr	Total Payable Hours	Regular Pay	Department	Department Description	Workgroup	Supervisor ID
<input type="checkbox"/>	Mustang, Mary	12345678	0	34.750000	0.000000	223406	Music Position Salaries	BRFTSTAFF	

☒ [Select All](#) ☐ [Clear All](#) [Main Content](#)

[Approve](#)

Go To: [Manager Self Service](#)
[Time Management](#)

Step	Action
11.	<p>Adjusting Time through the Approve Payable Time Page:</p> <p>If you have an employee whose time needs to be adjusted, you can return to the time sheet by clicking on the employee's Name.</p> <p>Mustang, Mary</p>



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Home Add to Favorites Sign out

Favorites Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Payable Time

Start Date: 05/25/2011 End Date: 06/11/2011

Approval Details Customize | Find (F3) | First 1-10 of 10 Last

Overview Task Reporting Elements List

Select	Date	Time Reporting Code	Quantity	Type	Adjust Reported Time	Comments
<input type="checkbox"/>	05/25/2011	ILB	-2.000000	Hours	Adjust Reported Time	
<input type="checkbox"/>	05/25/2011	ILB	2.000000	Hours	Adjust Reported Time	
<input type="checkbox"/>	05/26/2011	REG	8.000000	Hours	Adjust Reported Time	
<input type="checkbox"/>	05/27/2011	REG	7.750000	Hours	Adjust Reported Time	
<input type="checkbox"/>	05/31/2011	REG	9.250000	Hours	Adjust Reported Time	
<input type="checkbox"/>	06/01/2011	REG	7.750000	Hours	Adjust Reported Time	
<input type="checkbox"/>	06/02/2011	REG	9.500000	Hours	Adjust Reported Time	
<input type="checkbox"/>	06/02/2011	VCB	-7.500000	Hours	Adjust Reported Time	
<input type="checkbox"/>	06/03/2011	VCB	-7.500000	Hours	Adjust Reported Time	
<input type="checkbox"/>	06/03/2011	VCB	7.500000	Hours	Adjust Reported Time	

☒ Select All ☐ Clear All

[Approve](#)

[Return to Approval Summary](#)

Step	Action
12.	<p>Select the appropriate row and click Adjust Reported Time.</p> <p>Adjust Reported Time</p>

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Home Add to Favorites Sign out


Favorites Main Menu > Manager Self Service > Time Management > Report Time > Timesheet



Day	Date	Status	In	Meal Out	In	Out	Punch Total	Time Reporting Code	Quantity	Time Collection Device
Sat	5/21	New								
Sun	5/22	New								
Mon	5/23	Submitted	8:15:00AM	12:00:00PM	1:03:00PM	5:22:00PM	8.06			
Tue	5/24	Submitted						JRB - Jury Leave Biweekly	7.50	
Wed	5/25	Submitted	8:28:00AM	12:30:00PM	1:30:00PM	3:02:00PM	5.56			
Thu	5/26	Submitted	8:15:00AM	12:00:00PM	1:00:00PM	5:15:00PM	8.00	ILB - Med Leave Blwky	2	
Fri	5/27	Submitted	8:21:00AM	11:57:00AM	1:02:00PM	5:09:00PM	7.71			
Sat	5/28	New								
Sun	5/29	New								
Mon	5/30	New								
Tue	5/31	Submitted	8:40:00AM	12:00:00PM	1:00:00PM	6:00:00PM	9.33			
Wed	6/1	Submitted	8:15:00AM	12:00:00PM	1:05:00PM	5:01:00PM	7.88			
Thu	6/2	Submitted	8:28:00AM			6:01:00PM	9.55			
Fri	6/3	New								

Submit Clear

[Reported Hours Summary - click to view](#)

Go To: [Manager Self Service](#)
[Time Management](#)

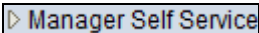


Step	Action
13.	Edit the timesheet as needed. Click the Submit button. 
14.	Click the OK button. You will need to return to the Approve Time and Exceptions page after the Time Administration process has run to resubmit the new time. 
15.	<p>Note: If you make changes to the timesheet, you must wait for the next Time Administration process to complete its cycle before you can Approve the revised hours.</p> <p>Click the Return to Select Employee link, if you have more records to approve. Return to Select Employee</p>
16.	<p>Approving Multiple Employee Records:</p> <p>Multiple employees can be approved at once by clicking the Select All link.</p>
17.	<p>If necessary, you can deselect an employee by checking the appropriate line. You can also check the Clear All link to deselect all employees.</p>
18.	Click the Approve button. 

Step	Action
19.	<p>Every time you select the approve button you will see a message that indicates that you cannot unapprove the time once you complete this step. Please know that you can, however, go back to the timesheet using the Adjust Reported Time link. This will take you back to the employee's timesheet where you can make additional entries or edits to change the calculated time as appropriate. If you make any changes to the Timesheet you will need to approve the newly processed time. Please keep in mind that the new or changed hours will not show up for approval until a new Time Administration process finishes.</p> <p>Click the OK button.</p> 
20.	<p>The Save Confirmation page will display to let you know that the Save was successful. Click the OK button.</p> 
21.	<p>End of Procedure.</p>

Manager Search Options: Setting Defaults

Procedure

Setting your defaults in TIMEaccess is a one-time setup that is recommended. You can modify the Employee Selection criteria fields to only display the fields that you use on a regular basis.

Step	Action
1.	<p>Click the Manager Self Service link.</p> 
2.	<p>Click the Time Management link.</p> 
3.	<p>Click the Manager Search Options link.</p> 

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Home
Add to Favorites
Sign out

Favorites
Main Menu
Manager Self Service
Time Management
Manager Search Options

New Window
Help

Manager Search Options

Select Default Criteria and Options

Kim Hilltop

Enter the Employee Selection Criteria you want to use when searching for employees. This search information will be the default for Time Management pages where there is an Employee Selection Criteria option. A partial value may be entered in any search field to get a list of employees with similar values.

Employee Selection Criteria			
Description	Value	Include in Criteria	Include in List
Group ID	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EmplID	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Empl Rcd Nbr	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Last Name	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisor ID	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reports To Position Number	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
North American Paygroup	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Workgroup	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Auto Populate Option

☐ Auto Populate Results

☒ Prompt for Results



Criteria Defaults

☐ Collapse Criteria

☒ Expand Criteria

☒ Show Schedule Information

Save

Step	Action
4.	<p>You can narrow the Employee Selection Criteria displayed on TIMEaccess pages by deselecting the Include in Criteria option for those fields you would like to exclude on your search pages. By doing this, you can customize the page to display only the criteria that you typically use.</p> 
5.	<p>Deselect the Include in List options for those fields that should not display in the list results.</p> 

Access.SMU

Home Add to Favorites Sign out

Favorites Main Menu > Manager Self Service > Time Management > Manager Search Options

Select Default Criteria and Options

Kim Hilltop

Enter the Employee Selection Criteria you want to use when searching for employees. This search information will be the default for Time Management pages where there is an Employee Selection Criteria option. A partial value may be entered in any search field to get a list of employees with similar values.

Employee Selection Criteria			
Description	Value	Include in Criteria	Include in List
Group ID	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EmplID	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Empl Rcd Nbr	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last Name	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First Name	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisor ID	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports To Position Number	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
North American Paygroup	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workgroup	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Auto Populate Option

☐ Auto Populate Results


☒ Prompt for Results

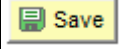
Criteria Defaults

☐ Collapse Criteria

☒ Expand Criteria

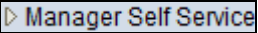


☒ Show Schedule Information


 Save

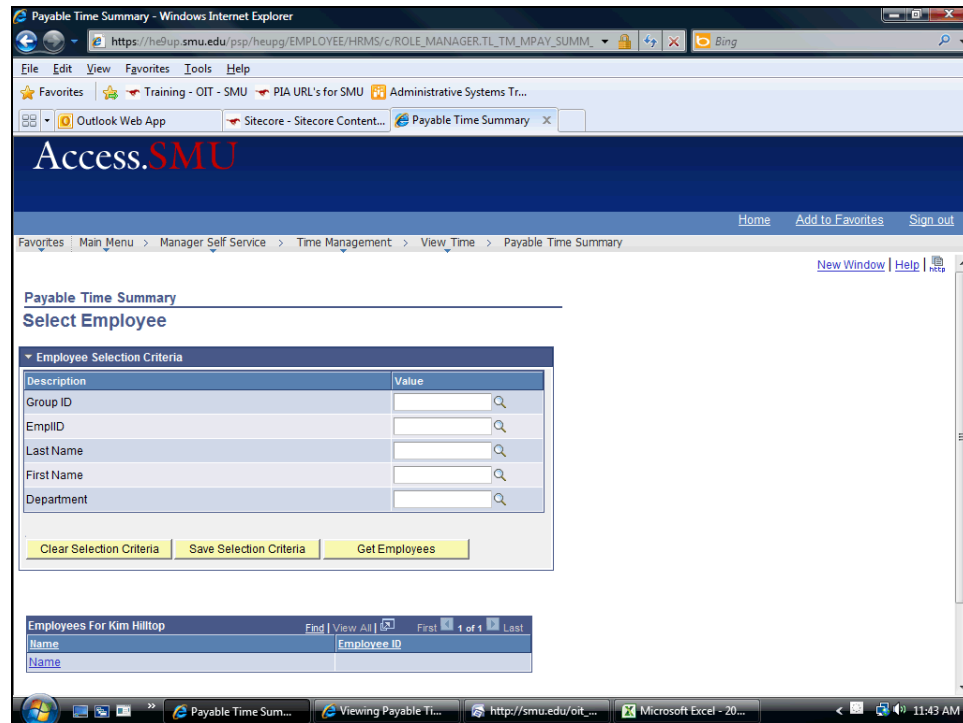
Step	Action
6.	Click the Save button. 
7.	The Employee Search Criteria is now set to the desired criteria and will display this criteria on all TIMEaccess pages. At any point you can return to the Manager Search Options page to edit criteria.
8.	End of Procedure.





View Payable Time - Summary

Procedure

Step	Action
1.	Click the Manager Self Service link. 
2.	Click the Time Management link. 
3.	Click the View Time link. 

Step	Action
4.	Click the Payable Time Summary link. 



Step	Action
5.	You can search for employees several different ways. Click the Look up button next to Group ID . 
6.	Click the Look Up button. 
7.	Select the appropriate "B" Group ID. For example, click the B0176 link.
8.	Click the Get Employees button. 
9.	Select the appropriate employee.
10.	Enter the desired information into the Start Date field. Note: The Payable Time Summary will display a seven day time span.
11.	Click the Refresh button. 
12.	The payable time information is now displayed.

Step	Action
13.	Click the Detail Page link. Detail Page
14.	The Detail Page allows you to view Payable Time by total hours per day as well as view the status of each day's hours.
15.	Click the Summary Page link to return to the original view. Summary Page
16.	You can also click the Return to Select Employee link to view any additional employees. Return to Select Employee
17.	End of Procedure.

View Payable Time - Detail


Procedure

Step	Action
1.	Click the Manager Self Service link. ▶ Manager Self Service
2.	Click the Time Management link. Time Management
3.	Click the View Time link. View Time
4.	Click the Payable Time Detail link. Payable Time Detail

Access.SMU






Home Add to Favorites Sign out

Favorites Main Menu > Manager Self Service > Time Management > View Time > Payable Time Detail

[New Window](#) | [Help](#) | 




Payable Time Detail
Select Employee

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/> 
EmplID	<input type="text"/> 
LastName	<input type="text"/> 
First Name	<input type="text"/> 
Department	<input type="text"/> 



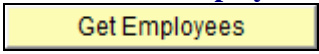

Clear Selection Criteria Save Selection Criteria Get Employees


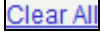

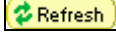

[Main Content](#)

Employees For Kim Hilltop Find | View All |  First  1 of 1  Last

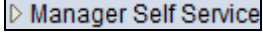



Name	Employee ID
Name	

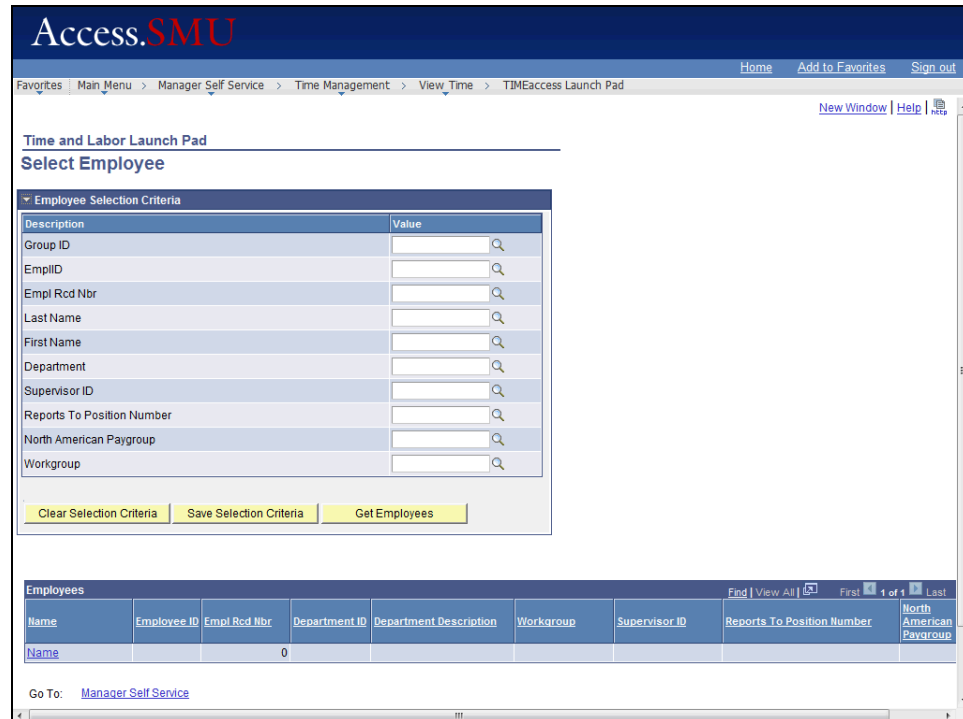
Go To: [Manager Self Service](#)
[Time Management](#)

Step	Action
5.	There are many ways to search for employees. Click the Look up button next to Group ID . 
6.	Click the Look Up button. 
7.	Select the appropriate group ID that begins with a B to view those bi-weekly employees.
8.	Click the Get Employees button. 
9.	Select the appropriate employee from the list generated by your search. There may be additional pages for you to click through.
10.	The end date will default to the end of the current pay period (based on the employee selected), and the start date will reflect 30 days prior.
11.	Enter the desired information into the Start Date field.
12.	Enter the desired information into the End Date field.
13.	Click the Refresh button. 
14.	Payable time for the employee is now displayed.
15.	You can view additional employees by using the Previous Employee and Next Employee buttons located on the page.

Step	Action
16.	You can also filter reported time to find more specific data. Click the Arrow to expand the Payable Status Filter button. 
17.	Click the Clear All link. 
18.	Now that all of the boxes are unchecked you can select payable time that would fall only under the categories that you select. 
19.	Click the Refresh button. 
20.	The employee's payable time, filtered by status, is now displayed.
21.	To return to the employee selection screen, click the Return to Select Employee link. 
22.	End of Procedure.

View the TIMEaccess Launch Pad Procedure


Step	Action
1.	Click the Manager Self Service link. 
2.	Click the Time Management link. 
3.	Click the View Time link. 
4.	Click the TIMEaccess Launch Pad link. 



Access.SMU

Home Add to Favorites Sign out











Favorites Main Menu > Manager Self Service > Time Management > View Time > TIMEAccess Launch Pad

[New Window](#) [Help](#) 


Time and Labor Launch Pad

Select Employee

Employee Selection Criteria



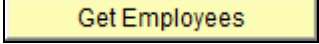

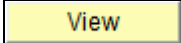
Description	Value
Group ID	<input type="text"/> 
EmplID	<input type="text"/> 
Empl Rcd Nbr	<input type="text"/> 
Last Name	<input type="text"/> 
First Name	<input type="text"/> 
Department	<input type="text"/> 
Supervisor ID	<input type="text"/> 
Reports To Position Number	<input type="text"/> 
North American Paygroup	<input type="text"/> 
Workgroup	<input type="text"/> 


Clear Selection Criteria Save Selection Criteria Get Employees

Employees Find | View All  First 1 of 1 Last

Name	Employee ID	Empl Rcd Nbr	Department ID	Department Description	Workgroup	Supervisor ID	Reports To Position Number	North American Paygroup
Name		0						

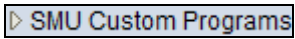




Go To: [Manager Self Service](#)

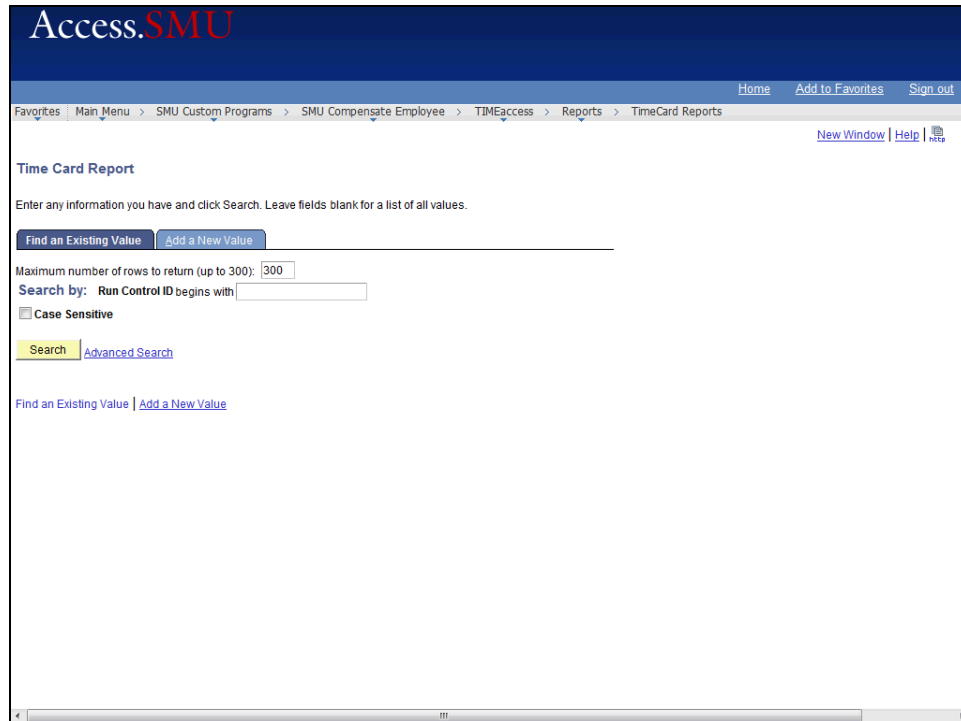
Step	Action
5.	<p>There are many ways to search for employees. You may search for one employee by using their name or Empl ID, or to look up all your employees you can enter the appropriate Group ID.</p> <p>Click the Look up button next to Group ID.</p> 
6.	<p>Click the Look Up button.</p> 
7.	<p>Click the Group ID.</p>
8.	<p>Click the Get Employees button.</p> 
9.	<p>Find and select the desired employee.</p>
10.	<p>Select the Payable Hours list item.</p> 
11.	<p>Click the View button.</p> 
12.	<p>You can navigate between months by clicking the Previous Month and Next Month buttons.</p>
13.	<p>You can navigate between employees by clicking the Previous Employee and Next Employee buttons.</p>


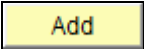


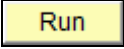
Step	Action
14.	A key is located at the bottom of the page to explain the various codes on each day of the calendar.
15.	A blue underlined date indicates that there is activity reported on this day. Click the Date to go to the Details Page for a given day. 
16.	The details about an individual day are now displayed.
17.	When you are finished viewing the information, click the Return to Calendar or the Return to Select Employee link.
18.	End of Procedure.

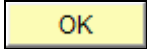
Time Card Report

Procedure

Step	Action
1.	Click the SMU Custom Programs link. 
2.	Click the SMU Compensate Employee link. 
3.	Click the TIMEaccess link. 
4.	Click the Reports link. 
5.	Click the TimeCard Reports link. 



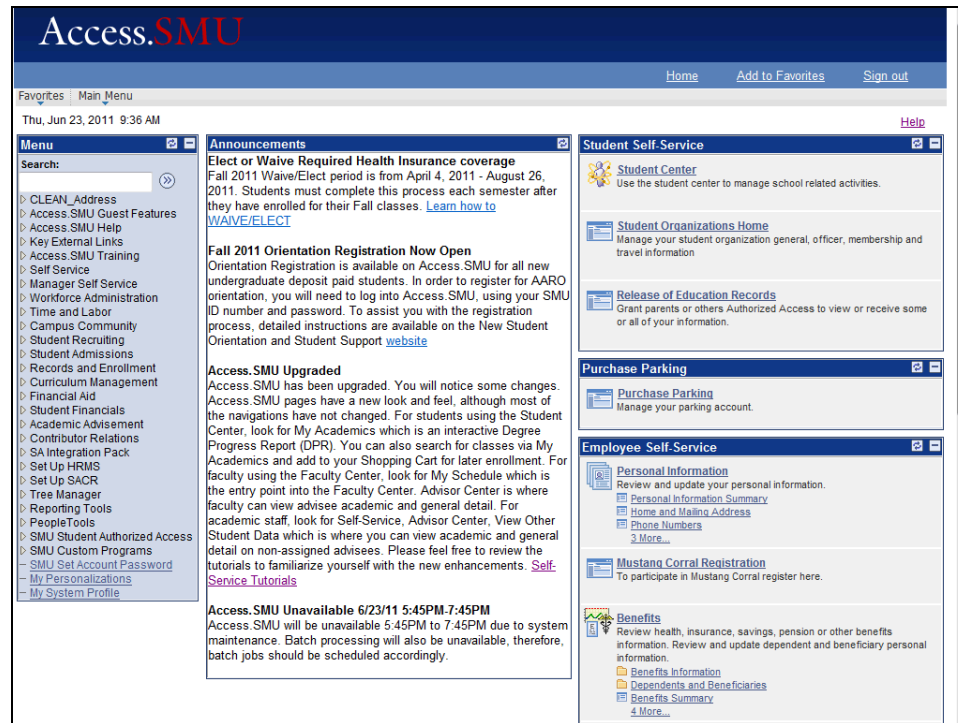
Step	Action
6.	<p>Click the Add a New Value tab.</p> <p>The first time you run this report you will need to add a Run Control Value.</p> <p>(The next time you run this report, you will want to click Search while in the Find an Existing Value tab to select your Run Control ID. Note: You only need to set your run control ID once.)</p> 
7.	Enter the desired information into the Run Control ID field.
8.	<p>Click the Add button.</p> 
9.	Enter the desired information into the Start Date field.
10.	Enter the desired information into the End Date field.
11.	<p>Click the Look up Group ID button.</p> 
12.	<p>Click the Look Up button.</p> 
13.	Select the appropriate entry in the Group ID column.
14.	<p>Click the Run button.</p> 

Step	Action
15.	<p>There are three reports available:</p> <p>Time Card by Employee - This report is sorted by employee last name</p> <p>Time Card by EE (employee) by Dept - This report is sorted by org # then employee last name</p> <p>Time Card for Signature - This report is sorted by employee last name and includes a signature line for both employee and approver</p>
16.	<p>Select the box next to the desired report.</p> <p><input type="checkbox"/></p>
17.	<p>Click the OK button.</p> <p></p>
18.	<p>Click the Process Monitor link.</p> <p>Process Monitor</p>
19.	<p>If your report comes up as "Queued" or "Processing" you may have to periodically click the Refresh button until the Run Status of your report is listed as "Success".</p>
20.	<p>Click the Details link for the report you have run.</p> <p>Details</p>
21.	<p>Click the View Log/Trace link.</p> <p>View Log/Trace</p>
22.	<p>Select the PDF file.</p>
23.	<p>Your report is now displayed.</p>
24.	<p>End of Procedure.</p>

Payable Time Period Summary Report

Procedure

The Payable Time Period Summary was developed to provide you summarized information regarding the payable time for your employees, for a time period that you define.



Step	Action
1.	Click the SMU Custom Programs link. ▶ SMU Custom Programs
2.	Click the SMU Compensate Employee link. SMU Compensate Employee
3.	Click the TIMEaccess link. TIMEaccess
4.	Click the Reports link. Reports
5.	Click the Payable Time Period Summary link. Payable Time Period Summary
6.	You should establish a Run Control ID that you will use only for generating this report, since the settings for this Run Control ID will be saved. When you return to run this report again you will want to use the Find an Existing Value tab to pull up your Run Control ID.

Access.SMU

Home Add to Favorites Sign out

Favorites Main Menu > SMU Custom Programs > SMU Compensate Employee > TIMEAccess > Reports > Payable Time Period Summary

New Window Help

Payable Time Period Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

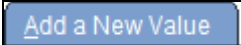
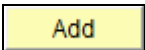

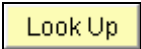
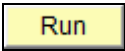
Maximum number of rows to return (up to 300): 300

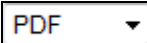
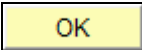
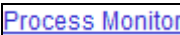

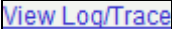
Search by: Run Control ID begins with

☐ Case Sensitive

Search Advanced Search

Find an Existing Value Add a New Value

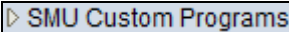

Step	Action
7.	Begin by selecting the Add a New Value tab. 
8.	Enter the desired information into the Run Control ID field. You should name your Run Control ID something relevant to this report, such as PTPS-<Your Group ID>.
9.	Click the Add button. 
10.	You may use this report for as many or as few employees as you like - just be sure to specify the correct Empl Rcd Nbr for each individual employee if you are selecting particular individuals. (If you do not know these values, run the report for your Group ID instead, to ensure that you get data for all your employees/records.
11.	Click the Look up Group ID button. 
12.	Click the Look Up button. 
13.	Select the appropriate set of employees from the Group ID column.
14.	The dates will always default to the previous biweekly pay period's Begin and End Dates. You can change these values to reflect the time period you desire - one day, one week, one month, etc.
15.	Click the Run button. 

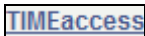


Step	Action
16.	Click the Format list. 
17.	The Process Scheduler Request page will allow you to specify the desired format of your report. The default is PDF; this will generate a .pdf report for you to view "on paper." If you supervise several employees, it is likely that you will prefer to download your report data into Excel using its sorting and filtering functionality. In this case you will want to select the CSV file format. (Whichever you select will be saved as the new standard for this report in your Run Control ID for future processing.)
18.	Click the OK button. 
19.	Click the Process Monitor link to view the Run Status of your report. 
20.	When the Run Status displays Success , click the Details link. If the item is still listed as "Queued" you may have to click the Refresh button periodically until your report is posted. 
21.	Click the View Log/Trace link. 
22.	Click the U_TLTIME_XXXXXX.PDF link. (This is your report data.)
23.	The report is now displayed.
24.	End of Procedure.

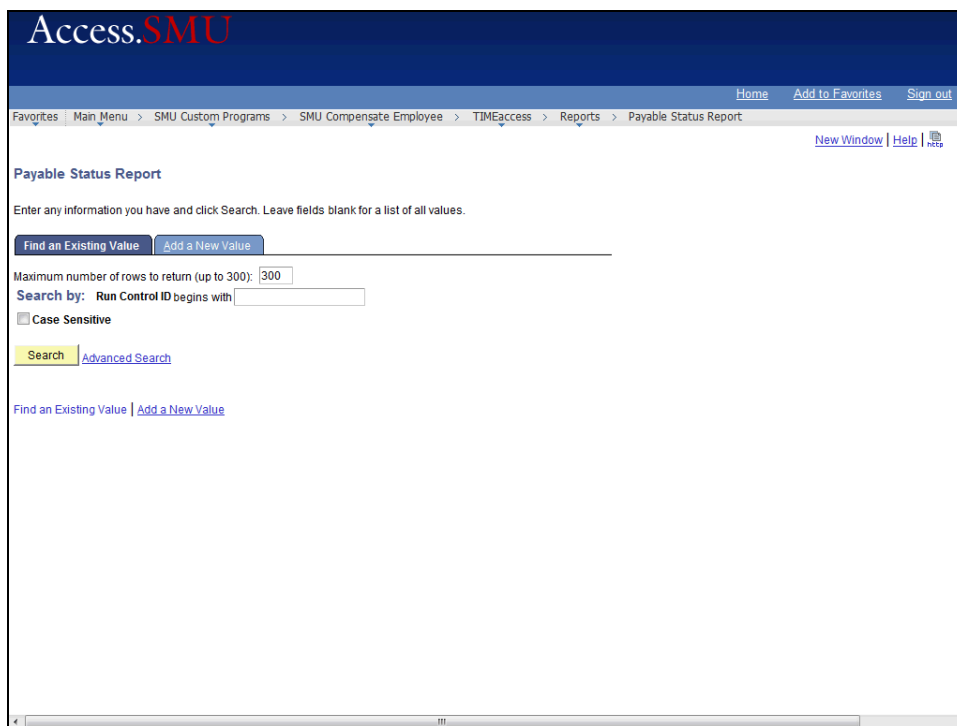
Payable Status Report


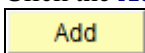
Procedure



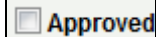
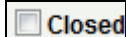

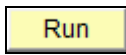
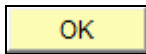

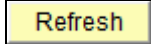
The Payable Status Report was developed to provide you information regarding the status of an employee's payable time for each day during a user specified range of dates.

Step	Action
1.	Click the SMU Custom Programs link. 
2.	Click the SMU Compensate Employee link. 

Step	Action
3.	Click the TIMEaccess link. 
4.	Click the Reports link. 
5.	Click the Payable Status Report link. 
6.	You should establish a Run Control ID that you will use only for generating this report, since the settings for this Run Control ID will be saved. When you return to run this report again you will want to use the Find an Existing Value tab, then click Search to pull up your Run Control ID.



Step	Action
7.	Click the Add a New Value tab. 
8.	Name your Run Control ID something relevant for this report such as PSR-<Your Group ID>.
9.	Click the Add button. 

Step	Action
10.	You may use this report for specific employees - just be sure to specify the correct Empl Rcd Nbr for each employee. If you do not know this value, run the report for your Group ID instead, to ensure that you get data for all of your employees/records.
11.	Click the Look up Group ID button. 
12.	Click the Look Up button. 
13.	Click the appropriate Group ID link.
14.	Enter the desired information into the From Date field.
15.	Enter the desired information into the Thru Date field.
16.	Now select from the various Payable Status options. These will filter the records populating the report to only those that fall under the selected criteria.
17.	Click the Approved option. 
18.	Click the Closed option. 
19.	Click the Needs Approval option. 
20.	Click the Run button. 
21.	Click the Format list.
22.	<p>The Process Scheduler Request page will allow you to specify the desired format of your report. The default is PDF; this will generate a .pdf report for you to view "on paper."</p> <p>If you supervise several employees, it is likely that you will prefer to download your report data into Excel using its sorting and filtering functionality. In this case you will want to select the XLS file format.</p> <p>(Whichever you select will be saved as the new standard for this report in your Run Control ID for future processing.)</p>
23.	Click the OK button. 
24.	Click the Process Monitor link to view the Run Status of your report. 
25.	If your report is still listed as "Queued" then periodically click the Refresh button to check on the status. 

Step	Action
26.	When the Run Status displays Success, click the Details link. Details
27.	Click the View Log/Trace link. View Log/Trace
28.	Click the PDF link. (This is your report data.)
29.	Your report is now displayed.
30.	End of Procedure.